

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

**RPA-
EMS 007 & 008**

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY EMS Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Enforcement Unit, Sacramento	3. CLASS TITLE Investigator Assistant
4. WORKING HOURS/SCHEDULE TO BE WORKED Monday – Friday 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Sacramento
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-900-8554-001 & 312-900-8554-002

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Supervising Special Investigator I, Enforcement Unit, the incumbent conducts field investigations of purported violations of California Health & Safety Code Section 1798.200.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
	<p>ESSENTIAL FUNCTIONS</p> <p>In order to ensure due process and effectively conduct investigations, all work is to be based on research and interpretation in accordance with accepted investigative techniques, applicable laws, regulations and departmental policies and procedures and using a PC with Outlook, Microsoft Word, Excel, License 2000, and other appropriate software, and using a telephone.</p>
40%	Assists the Investigative staff in investigating, analyzing, and evaluating cases, as assigned, to their completion; by conducting legal research, field investigation, interviews, and surveillance as necessary.
30%	Assists the Investigative staff by conducting interviews, in person or over the phone, with respondents and witnesses; prepares interview summaries, case summaries, and other investigative reports; obtains and maintains relevant evidence; and analyzes medical records and case evidence in order to make recommendations for case disposition. Maintains contact with legal counsel in order to determine the status of cases submitted for disciplinary action and provide supplemental investigation or other assistance as necessary. Testifies in court proceedings as necessary on medical or criminal cases he/she investigated. Travel is extensive throughout the State for investigative and hearing purposes.
15%	Assists the Investigative staff in monitoring the probationary period of EMT-Paramedics by requesting drug/alcohol tests, requesting performance evaluations, interviewing employers, and obtaining other relevant information, either alone or in conjunction with a local EMS agency, to ensure compliance with the terms and conditions of probation. Completes special reports on a variety of investigative subjects for Supervising Special Investigator I as requested for budgetary, program effectiveness, or training purposes. Maintains caseload data for monthly reports to management for budgetary, program effectiveness, or training purposes.

10%

Assists in the development of recommendations to management for disciplinary actions and case preparation submitted for review and action by the EMS Authority's legal counsel by gathering information, records and documents.

MARGINAL FUNCTIONS

5%

Assists the Investigative staff in developing, revising, and implementing unit procedures. Provides technical assistance, verbally and in writing, to local government agencies and officials and public and private EMS providers regarding EMT-P regulations, investigations, and enforcement. Makes copies of documents or records, and responds to requests for records.

KNOWLEDGE AND ABILITIES

Knowledge of: Investigation techniques and procedures; rules of evidence and court procedures; laws of arrest, search and seizure and legal rights of citizens; service of legal process.

Ability to: Interpret and apply laws and regulations to specific situations; gather and analyze facts; reason logically, draw valid conclusions and make appropriate recommendations; follow oral and written instructions; participate effectively in investigations and interviews; speak effectively and write in clear concise form; establish and maintain effective working relationships.

DESIRABLE QUALIFICATIONS

- Prior investigative and courtroom experience
- Excellent interpersonal communication and organizational skills
- Strong writing, analytical, and research skills
- Ability to act with flexibility and tact under stressful circumstances
- Knowledge and/or experience in emergency medical services or a health/medical background
- Extensive knowledge and use of Microsoft Word, Outlook, and Excel
- POST Certification

INTERPERSONAL SKILLS

- Work well as a team and independently
- Build good working relationships with constituents

WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES

- Office environment, business dress for a professional office.
- Ability to effectively handle stress, multiple tasks, and tight deadlines calmly and efficiently.
- Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government.
- Ability to consistently exercise good judgment and effective communication skills.

FELONY DISQUALIFICATION

Existing law provides that persons convicted of a felony are disqualified from employment as peace officers. Such persons are not eligible to compete for, or be appointed to, positions in this class.

SPECIAL PERSONAL CHARACTERISTICS

Aptitude for investigative work; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; willingness to travel throughout assigned areas and to work irregular and unusual hours as required; demonstrated capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or a vocational interests; satisfactory record as a law-abiding citizen; tact; neat personal appearance; ability to qualify for a fiduciary bond. Possession of a valid driver license.

FINGERPRINTING REQUIREMENT

Title 11, section 703(d), of the California Code of Regulations, requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

NOTE: The incumbent will be on-call outside of normal working hours to assist in the State's medical response to a disaster.

11. SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE*

SUPERVISOR'S NAME (Print)
Richard McSherry

SUPERVISOR'S SIGNATURE

DATE

12. EMPLOYEE'S STATEMENT: *I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT*

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE